Effective immediately, there is a new process in place to request non-formulary medications!

Instead of using the Internet Request Form, take the following steps:

1. Go to the Order Consults tab in the A/P module
2. Make sure that the Provisional Diagnosis is highlighted at the top of the screen – this will insure that it is associated with the Pharmacy Special Order
3. Type "E" in the Refer To block, this will bring up **EACH PHARMACY SPECIAL ORDER**
4. Type the following information in the Reason for Request block:
    1. **MEDICATION**
    2. **STRENGTH**
    3. **THERAPEUTIC INDICATIONS**
    4. **COMPELLING JUSTIFICATION (clinical reason)**
    5. **PRESCRIPTION DIRECTIONS**
    6. **QUANTITY**
    7. **REFILLS**
5. Click Submit

- Notes: If the pharmacy staff requires any additional information they will send you an Outlook email message.
- Please make sure that you document failures or adverse reactions in the note as the pharmacy staff reviews this information when considering the special drug request.